

# Department of SOCIAL SERVICES

*Community Care Licensing*

## *FACILITY EVALUATION REPORT*

**Facility Number:** 415601115

**Report Date:** 03/05/2026

**Date Signed:** 03/05/2026 04:03:44 PM

**Document Has Been Signed on** 03/05/2026 04:03 PM - **It Cannot Be Edited**

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY	CALIFORNIA DEPARTMENT OF SOCIAL SERVICES COMMUNITY CARE LICENSING DIVISION SAN BRUNO RO, 851 TRAEGER AVE., SUITE 360 SAN BRUNO, CA 94066
<b>FACILITY EVALUATION REPORT</b>	

FACILITY NAME:	GORDON MANOR	FACILITY NUMBER:	415601115
ADMINISTRATOR/DIRECTOR:	GADDI, PORTIA	FACILITY TYPE:	740
ADDRESS:	1616 GORDON STREET	TELEPHONE:	(650) 562-0555
CITY:	REDWOOD CITY	STATE:	CA
CAPACITY:	82	ZIP CODE:	94061
TYPE OF VISIT:	Required - 1 Year	CENSUS:	68
		DATE:	03/05/2026
		UNANNOUNCED TIME VISIT/INSPECTION BEGAN:	12:15 PM
MET WITH:	Portia Gaddi, Administrator	TIME VISIT/INSPECTION COMPLETED:	04:15 PM

### NARRATIVE

1 On 3/5/2026, Licensing Program Analyst(LPA) John Calandra arrived at the facility to conduct the  
2 Annual 1-year required inspection. LPA Calandra was greeted by Portia Gaddi, Administrator and  
3 explained the purpose of the visit.  
4  
5 LPA toured the physical plant. This is a 1-story building with 54 bedrooms and 52 bathrooms, a living  
6 room, dining room, kitchen, and outdoor space/backyard. All bedrooms had the required furniture and  
7 sufficient lighting. No accessible bodies of water or hazards were observed in hallways or the backyard.  
8 The facility's fire alarms and Carbon Monoxide detector were observed to be in working order. According  
9 to the Administrator, the fire alarms are directly connected to the Redwood City fire department. The  
10 facility's first aid kit was observed to have all required items. The facility had the required 7 days of non  
11 perishables and 2 days of perishables on site. No food was expired. The facility was maintained at a  
12 comfortable temperature of 70 degrees Fahrenheit. The facility's hot water was measured between the  
13 required 105-120 degrees Fahrenheit.  
14  
15 All sharp objects, poisons, and detergents were observed to be locked and in-accessible to persons in  
16 care.  
17  
18 LPA reviewed 5 resident records and 6 staff files. All were observed to be complete.  
19  
20 LPA received the following records at the facility:  
21  
22  
23 • Current Liability insurance  
24 • Updated LIC 500  
25 • Emergency/Disaster Plan

No deficiencies cited during the visit. The Annual will be completed at a later date.

An exit interview was conducted and a copy of the report provided.

**NAME OF LICENSING PROGRAM MANAGER:** Brenda Chan

**NAME OF LICENSING PROGRAM ANALYST:** John Calandra

**LICENSING PROGRAM ANALYST SIGNATURE:**



**DATE:** 03/05/2026

**I acknowledge receipt of this form and understand my licensing appeal rights as explained and received.**

**FACILITY REPRESENTATIVE SIGNATURE:**



**DATE:** 03/05/2026

**This report must be available at Child Care and Group Home facilities for public review for 3 years.**

**LIC809 (FAS) - (06/04)**

California Health & Human Services Agency

**Page: 1 of 2**

California Department of Social Services

**FACILITY EVALUATION REPORT** California law requires a public report of each licensing visit/inspection. This report is a record for the facility and the licensing agency. This report is available for public review; therefore, care is taken not to disclose personal or confidential information. Inquiries concerning the location, maintenance, and contents of these reports may be directed to the Licensing Program Analyst or Regional Office whose address and telephone number are listed on the front of this form.

**DEFICIENCIES** A deficiency is an instance of noncompliance with licensing requirements, including applicable statutes, regulations, interim licensing standards, operating standards, and written directives. Applicants/ licensees must be notified in writing of all licensing deficiencies. Deficiencies are listed on the left side of this form, and the applicable licensing requirement upon which the deficiency is identified. There are two types of deficiencies:

- Type A deficiencies are violations of licensing requirements that, if not corrected, have a direct and immediate risk to the health, safety, or personal rights of persons in care.
- Type B deficiencies are violations of licensing requirements that, without correction, could become a risk to the health, safety, or personal rights of persons in care, a recordkeeping violation that could impact the care of said persons and/or protection of their resources, or a violation that could impact those services required to meet the needs of persons in care.

**PLANS OF CORRECTION (POCs)** The licensing agency is required to establish a reasonable length of time to correct a deficiency. In order to set the time, the licensing agency must take into consideration the seriousness of the violation, the number of persons in care involved, and the availability of equipment and personnel necessary to correct the violation. Applicants/licensees are requested to provide a specific plan for each violation on the right side of the form across from each deficiency. The more specific the plan, the less chance exists for any misunderstanding in setting time limits and reviewing corrections. The applicant/licensee who encounters problems beyond their control in completing the corrections within the specified time frame may request and may be granted an extension of the correction due date by the licensing agency.

**CORRECTION NOTIFICATION** The applicant/licensee is responsible for completing all corrections and promptly notifying the licensing agency of corrections. Applicants/licensees are advised to keep a dated copy of any correspondence sent to the licensing agency concerning corrections, or if corrections are telephoned to the licensing agency, the date, person contacted, and information given.

**CIVIL PENALTIES** The licensing agency is required by law to issue a Penalty Notice, when applicable, to all facilities holding a license issued by the licensing agency, or subject to licensure, except Certified Family Homes, Resource Families, and Foster Family Homes, or any governmental entity.

**PENALTY NOTICE GIVEN** The statement concerning civil penalties serves as a penalty notice on this Licensing Report and failure to correct cited licensing deficiencies will result in civil penalties. Applicants/ licensees are required to pay civil penalties when administrative appeals have been exhausted and in accordance with any payment arrangements made with the licensing agency.

**APPEAL RIGHTS** The applicant/licensee has a right without prejudice to discuss any disagreement in this

report with the licensing agency concerning the proper application of licensing requirements. The applicant/licensee may request a formal review by the licensing agency to amend or dismiss the notice of deficiency and/ or civil penalty. Requests for review shall be made in writing within 15 business days of receipt of a deficiency notification or civil penalty assessment. Licensing deficiencies may be appealed pursuant to the procedures in the LIC 9058 Applicant/Licensee Rights.

**AGENCY REVIEW** The licensing agency review of an appeal may be conducted based upon information provided in writing by the applicant/licensee. The applicant/licensee may request an office meeting to provide additional information. The applicant/licensee will be notified in writing of the results of the agency review within 60 business days of the date when all necessary information has been provided to the licensing agency.

**EMAIL REQUIREMENT** Adult Community Care Facilities, Residential Care Facilities for the Chronically Ill, and Residential Care Facilities for the Elderly are required to provide and maintain an active email address of record with the licensing agency.